



## GOODS IN RECEIPT POLICY

This Policy has been compiled to outline our minimum requirements with regard to the receipt and presentation of goods to ensure that your instructions are not compromised as a result of incorrect information processed onto our computer, nor any delays encountered in production. It has also been written with a view to ensuring that you avoid any additional costs associated with inadequate presentation of goods. With this in mind please can you advise your production department/printer/supplier/transport company of the following requirements:

1. All deliveries should be booked in with our Goods In Office no less than 24 hours prior to the delivery being made. Each delivery will be given a timed slot. Vehicles more than 20 minutes late or without a slot will be off loaded on a "first come first served" basis.
2. All deliveries should be accompanied by an advice note which clearly identifies the client, product, quantities, pack size (where applicable) and date of delivery. **These notes are accepted as correct. Any stock queries should be made within 14 days of receipt into ADM.** (Please bear in mind that printers quantities may err positive or negative.)
3. Each pallet should carry a label on the side detailing the client, product, quantity and pack size (where applicable). A sample of the literature should be attached to the side of the pallet where practical.
4. Products received in cartons should be packed in standard, uniform sized outers of sufficient strength to avoid crushing under their own weight. Each outer should be clearly marked with the client, product, and quantity. Where practical a copy of the stock item should be attached to the side of each carton.
5. Palletised products must be supplied on Standard (1000mm x 1200mm) or Euro-sized (1200mm x 800mm), full perimeter, four way, non-returnable pallets. The stock on the pallets should be stacked to the edge of the pallets to aid safe transit and block-stacking. Poorly constructed pallets constitute a danger to the Health and Safety of all warehouse operatives, therefore the pallets should be constructed of a load bearing material capable of withstanding warehouse storage. Health and Safety constraints prevent us from receiving metal banded pallets.
6. Stock on pallets or in cartons should be uniform in terms of quantities wherever possible. Maximum permissible weight per Standard pallet is 1000kgs and 800kgs for Euro pallets. Any non-uniform receipt will be repalletised by ADM prior to storage and charges may be levied.
7. Literature received bulk packed on pallets (i.e. loose) should be turned in practical quantities to reduce collation costs whilst undergoing shrink-wrapping. Please ensure all pallets are fitted with corner boards.
8. Any variations of product (e.g. overprints, regionalised, colour) should be clearly identified as such and not mixed on pallets or within containers. If possible please use different coloured transparent shrink-wrapping (if packed) to identify different versions.



9. ADM reserve the right to levy additional charges where stock does not conform to the above or, in extreme cases, refuse deliveries of stock which are either:
  - a) Non-checkable due to insufficient information or impractical packaging.
  - b) Damaged in transit.
  - c) Received after the last timed booking slot (4.30 pm) without prior arrangement.
  - d) Do not adhere to the requirements of this policy.
  
10. Maximum height of each pallet, whether goods are boxed or loose, is 1 metre inclusive of pallet.
  
11. **Health and Safety constraints prevent us from receiving metal banded pallets.**

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